



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Senior Contract Administrator
Posting Number	PN# 112522
Department	Houston Airport System
Division	Technical Services
Section	Contracts
Reporting Location	4500 Will Clayton Parkway*
Workdays & Hours	Varied, normally M-F. *

*Subject to change

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

The incumbent will supervise certain employees in the Contract Branch. Employee will be responsible for developing and preparing various contract documents. The job will include preparing statistical analysis to assist in planning for services. The incumbent will be responsible for interpreting technical and procedural guidelines to ensure timely award of contract and uninterrupted contractual services. This position is also responsible for keeping track of all financial data relating to contracts assigned to this section. Responsible for the development and preparation of various contract documents. Reviews, analyzes and verifies service and maintenance invoices for contract compliance. Sets up new contracts and amendments in contract database. Produces contract database reports and monitors financial data, change order activity, invoice modifications and contract data to ensure compliance with contracts. Maintain contract records, insurance certificates, bonding certificates, and M/WBE records. Maintain contract start, end, and options dates. Meets with vendors, customers, and representatives to help resolve problems. Interprets documents and advises other personnel regarding compliance issues. Other duties as assigned.

WORKING CONDITIONS

Performing these duties will involve: analyzing complex and abstract information, observing and differentiating details, attending to details amid distractions, dealing with people in tense situations, using computer (Microsoft Word, Excel) and other office equipment, speaking clearly and effectively, making quantitative computations and getting people to cooperate. Operate city vehicles and be able to lift up to twenty (20) pounds; sit, stand and walk for extended periods of time. Must be willing and available to work all shifts, including rotation, weekends and holidays. Must be able to obtain and maintain security clearances.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Public Administration, Business Administration, Government, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of contract compliance work experience.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Thorough knowledge of complex technical and detailed guidelines, contract language, policies and procedures. Ability to communicate effectively with others. Supervisory experience.

SELECTION/SKILLS TEST REQUIRED

Application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 27	
\$2,060.00 - \$2,442.00 Biweekly	\$53,560.00 - \$63,492.00 Annually

OPENING DATE

AUGUST 16, 2006

CLOSING DATE

OPEN UNTIL FILLED

APPLICATION PROCEDURES

Only original applications, resumes and online submissions are accepted for Houston Airport System jobs, and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor or for advanced consideration, submitted online at:

<http://www.fly2houston.com>

Our TDD (Telephone Device for the Deaf) phone number is 713.837.9471. Candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. "If you need special services or accommodation, please call 281/233-1515." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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